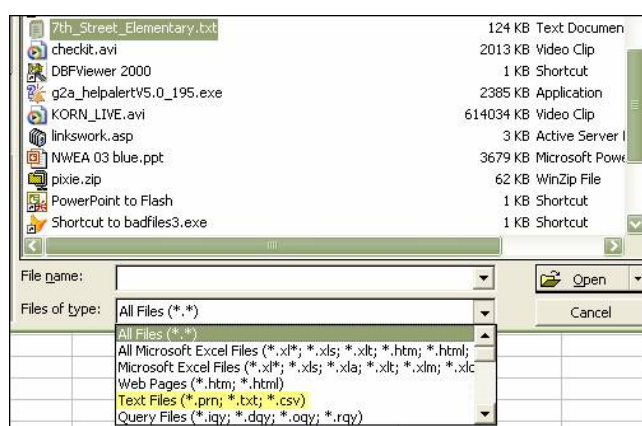


Instructions for Importing a Data Text File into Microsoft® Excel® Spreadsheet Software

A data text file is available as part of the standard reports package. Follow the steps below to import data into an Excel spreadsheet.

1. Extract the data test file from a reports package
2. Open Microsoft Excel
3. Select **File**, then **Open**
4. Select **Text Files** from the **Files of type** drop-down menu
5. Select the file you want to import (**7th_Street_Elementary.txt** in this case)
6. Click the **Open** button



This will launch the Text Import Wizard.

1. Select **Delimited** from the **Original data type**
2. Click on the **Next** button
3. Select **Tab** from the **Delimiters** (notice the data in the bottom previews the output)
4. Click on the **Next** button
5. Select **Finish**

